

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **VETERANS AFFAIRS DIRECTOR.**

DUTIES: See attached job description

QUALIFICATIONS: Minimum of a four-year degree, related college level coursework in business and human services, prior Veterans Affairs claims work or equivalent military experience. Two years' experience case work that researches, develops, documents, and investigates claims, preferably in an agency dealing with veterans' issues.

HOURS: Forty Hours (40) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: Up to \$64,000 Depending on experience and qualifications PLUS BENEFIT PACKAGE (medical/vision/dental/life insurance, retirement and more)

This position is open until filled.

Applications for the position of **VETERANS AFFAIRS DIRECTOR** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY
JOB DESCRIPTION
Veterans Affairs Director**

Title: Veterans Affairs Director
Classification: Non-Union, Exempt, At Will
Department: Veterans Affairs
Reports to: Delta County Administrator
Supervised by: Delta County Administrator
Revision Date: 2/4/25

GENERAL PURPOSE

Under the advisement of the Delta County Veterans Affairs Committee and the general direction of the County Administrator and County Board of Commissioners, this position leads and directs departmental personnel in providing services to Delta County veterans and/or their dependents regarding any federal, state or local benefits in which they are entitled. The duties include researching, interpreting, monitoring, advising, and assisting with federal, state, and/or local laws and regulations to ensure accurate benefits and services are being utilized or referring them to the proper outside agencies when applicable. Budgeting office finances to ensure proper use of departmental funds. Directing and mentoring personnel with departmental goals, functions, responsibilities and mission accomplishment. Counseling qualified clientele for the purpose of obtaining all available benefits. Acting as the authorized agent for the Delta County Veteran Relief Fund and the Michigan Veterans Trust Fund programs.

SUPERVISION RECEIVED

Work is performed under general direction of the County Board of Commissioners and County Administrator.

SUPERVISION EXERCISED

Supervision is exercised over The Delta County Veteran Service Officer and the Admin Clerk.

ESSENTIAL FUNCTIONS

The following are examples of functions which are essential to this position. The following list does not include all functions which the Director may be expected to perform.

- Responsible for the day-to-day operations of the Delta County Veterans Affairs office. Duties include, but are not limited to staff supervision, training, work assignments, performance reviews, departmental financial management, burial assistance funds, veterans' relief funds, interpreting federal, state and local veterans' programs and navigating employee issues and challenges.
- Responsible for administrative functions of the office, including the development of office policies and procedures, safeguarding HIPAA and sensitive personal information, accreditation of office personnel, overseeing data processing activities, and ensuring the proper execution of approved veteran's services. With assistance from the Veterans Affairs Committee and the County Administrator, drafts and administers the budget, authorizes invoice transmittals, and monitors all related financial activity.
- Oversees and participates with preparations of grant applications, execution and fulfillment.

- Attends scheduled Veterans Affairs Committee meetings to present monthly reports for services provided to the area veterans and any other issues regarding the County Veterans Affairs Office and / or area veterans.
- Interviews, counsels, and provides technical assistance and development efforts to veterans/dependents in filing applications and appeals for pensions, compensation, education, medical care, burial allowances, insurance benefits, financial relief applications, and any other available veteran's benefits.
- Researches federal, state and/or local laws and regulations and interprets their effects on benefits which veterans may be entitled to receive.
- Advises veterans and their dependents on the services and benefits available to them and refers them to the proper outside agencies when applicable.
- Drafts and maintains accurate records and reports and advises the County Board of Commissioners and County Administrator on veterans' issues, priorities and needs.
- Prepares all required documentation and develops appropriate and thorough arguments utilizing the Code of Federal Regulations Title 38.
- Ensures and adheres to Privacy Act laws and regulations with regard to personnel and client files; having access to confidential and highly sensitive information.
- Monitors Changes in VA regulations and applicable legislation to ensure accurate delivery of benefits and services.
- Corresponds with appropriate agencies in order to secure affidavits, certificates, military records and other required documents to properly submit necessary documentation for clients to the Veterans Administration, Department of Defense and other agencies.
- Reviews and investigates prior claim decisions made by any agency of primary responsibility and reviews findings and decisions for grounds of appeals.
- Acts as an advocate and liaison with federal, state and local agencies on behalf of the veterans and their dependents.
- Coordinates with the department Admin Clerk for transportation of veterans to and from medical appointments at VA medical facilities.
- Acts as an agent for the Delta County Veterans Relief Fund and the Michigan Veterans Trust Fund to provide emergency monetary relief for qualified applicants.
- Represents the Veterans Affairs Office at veteran service organization meetings, private groups, and/or citizens interested in veterans and their needs.
- Exercises judgement in addressing the media and the inquiries by the public utilizing a courteous and professional demeanor.
- Participates in community support and outreach events that provide assistance to veterans and/or their dependents and encourages county residents to take advantage of services offered.
- Maintain close collaboration with other departments within the county that are susceptible to encountering veterans' who are in need of services.
- Conducts township, city hall, and community visits upon request and presents informational briefings on veterans' benefits.

REQUIRED QUALIFICATIONS

- **Minimum** of a four-year degree, related college level coursework in business and human services, prior Veterans Affairs claims work or equivalent military experience.
- **Two years' experience** case work that researches, develops, documents, and investigates claims, preferably in an agency dealing with veterans' issues.

- **Preferred** history of military service in the U.S. Armed Forces with an honorable discharge.
- **Possession of a valid Michigan Driver's License**
- **Knowledge** of computer operations and case work programs.
- **Ability** to become an accredited Veterans Counselor within 6 months.
- **Ability** to Maintain high levels of accuracy with reporting documents, claims material and reports.
- **Ability** to familiarize and interpret the Code of Federal Regulations Title 38.
- **Ability** to travel to or remotely attend required state and national training conventions.
- **Ability** to make public presentations.
- **Ability** to communicate effectively with officials, employees and the public and develop effective relationships with clients, service organizations and professional contacts.
- **Ability** to communicate and diffuse potential threatening environment under adverse conditions with distressed individuals.
- **Ability** to understand legal and medical terminology and language.
- **Ability** to manage tasks and assigned projects in a timely manner.
- **Willingness** to attend night meetings and work outside of normal business hours.
- **Must** be bondable and able to pass a pre-employment background check, which includes a physical and drug test.

SELECTION GUIDELINES

Selection is based on strength of application, education, experience, personal interview and reference check. Job-related testing may be used to evaluate applicants.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is regularly required to sit for long periods of time, stand, walk, climb, stoop in confined spaces, kneel, crouch, talk, hear, feel, reach, grab, keyboard and touch. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in offices and departments within County buildings, but can be both indoors and outdoors. Some jobs require an employee to work in a hazardous environment that involves exposure to unpleasant and noxious fumes and odors. Some jobs require the employee to be exposed to noise, dust, dirt and dampness. Some jobs require travel. Some jobs require the employee to be exposed to inclement weather conditions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County of Delta is an Equal Opportunity Employer

Recommended:
Approved: 2/4/25